

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1207

FLSA: Non-Exempt

CLASSIFICATION TITLE: EXECUTIVE ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide administrative and clerical assistance to the department manager and to the department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Provides direct support services to department managers; performs general clerical functions in support of the department; may open office or building; answers telephones; takes and relays messages; screens phone calls and visitors; may also monitor and relay messages and work orders using a two-way radio or other electronic system; trains and assists employees.

Provides general information to public; responds to general inquiries and resolves or routes them to the appropriate area; provides specific information regarding department; receives requests and complaints; dispenses forms.

Opens, reviews, sorts, and distributes mail; receives and distributes paperwork and facsimiles; prepares outgoing mail, facsimiles and parcels.

Composes, prepares, types, copies, prints, files, posts, logs, and/or transmits conventional and electronic correspondence, reports, charts, forms, ordinances/resolutions, legal documents, statements, warrants, affidavits, lists, bids, notices, purchase orders, work orders, and/or related documentation; maintains and updates related files; takes dictation and transcribes correspondence.

Processes requests, complaints, changes, updates, reports, applications, tests, licenses, permits, tickets, violations, citations, specifications, certifications, new services/projects, service/project cancellations, inspections, or other items.

Coordinates with other department or government agencies in department functions.

Places advertisements or notices with newspapers or trade publications; reviews publications for department related issues; transmits news releases.

May serve as notary public or as a witness to documents or activities.

Makes contacts and phone calls for department manager; advises department managers on current schedules and appointments.

Schedules meetings, hearings, appointments, reservations, interviews, and examinations; prepares, maintains and updates schedules and calendars; notifies personnel of schedules; makes travel arrangements; assists personnel in preparing expense reports; reviews and processes expense reports; processes leave requests and maintains leave calendar.

Prepares meeting agenda packages, materials, and refreshments; provides support services for interviews or meetings/hearings; notifies appropriate individuals and groups of meeting dates, times, and purposes; schedules and prepares meeting rooms; takes and prepares minutes and monitors attendance; verifies a quorum is available prior to certain meetings; makes preparations for special department social and professional functions; attends other meetings as department representative as required.

Prepares, reviews and/or edits department or City newsletters as required.

Organizes and maintains files; researches records, reports and files; compiles statistical, accounting, and budgetary data; calculates financial data.

Creates and/or maintains filing systems, and department library.

Coordinates or processes administrative activities of assigned programs or functions; duties include serving as liaison to the general public in explaining department operations and providing general assistance, handling routine department functions or problems, referring complex or difficult issues.

Maintains official records used in City services and operations.

Establishes, updates and maintains various computer files, databases and spreadsheets; generates and prints reports.

May receive and process payments; enters data into computer; issues receipts; balances cash drawer as required; posts and makes deposits when required.

Completes standard reports and forms for submittal to government agencies in compliance with applicable laws and ordinances.

May coordinate services for the department or City.

Coordinates workshops, training, or other special projects as assigned; maintains personnel and training files; prepares and processes personnel changes; reviews employment applications and makes recommendations.

Maintains inventory of equipment, parts, and supplies; distributes equipment and supplies; places work orders; reorders and stocks supplies and materials as needed; prepares purchase orders, vouchers, and check requisitions; maintains accounting records.

Reviews and processes invoices and bills.

Prepares and/or audits budget reports/projections and monitors balances; may provide budget recommendations for appropriations; may monitor and reconcile ledgers and accounts.

Refers to City ordinances, policies and procedures, local and state laws, regulations, maps, technical manuals, code books, administrative records, and other materials in performing assigned job duties.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in secretarial or clerical skills; supplemented by three (3) to five (5) years previous experience and/or training that includes computer experience, and secretarial/clerical and administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.